

SME Name _____ SME Signature _____ Date _____

Environmental Protection Agency
Weights And Screenouts

Vacancy Number: CI-R7-MP-2017-0007

Position Title: Supervisory Information Technology Specialist

Questions with an * are mandatory and require a response to be considered for this position.

Exemption 2 - Related solely to the internal personnel rules and practices

Grade: 15 of an Agency and **Exemption 5 - Deliberative Process**

Max Possible Score: 0

<u>Question</u>	
*1. GS-15: To meet the Qualifications Requirements for Information Technology Specialist, GS-15, select the option that best describes your experience background:	
<input type="checkbox"/>	1. I have 1 YEAR OF SPECIALIZED EXPERIENCE equivalent to the GS-14 level that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques and provided the specific knowledges, skills and abilities to perform successfully the duties of THIS POSITION.
<input type="checkbox"/>	2. I do not meet the specialized experience requirement described above.

All Grades

Max Possible Score: 147

<u>Question</u>	
*1. Indicate your level of experience managing Information Technology (IT) projects, including hardware/software and operations of critical IT systems.	
<input type="checkbox"/>	1. I have not had experience, education, or training in performing this task.
<input type="checkbox"/>	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
<input type="checkbox"/>	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior

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	employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*2. Describe your experience in tailoring IT service delivery processes to suit a new system.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*3. Please select the response that best describes your experience developing and implementing federal government Enterprise Architectures.	
	1. I have not had experience, education, or training in performing this task.

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	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*4. I have the following information security experience:	
	1. Management of an Information Security Program
	2. Development and Review of Information Security Policies
	3. Establishing, Implementing, and Validating Information Security Training
	4. Threat Analysis and Notification
	5. Risk Mitigation, Inspections, & Reviews
	6. Budgeting & Procurement
	7. Information Security Compliance and Reporting (FISMA, OMB, NIST, GAO)
	8. Integration of Information Security with Enterprise Architecture and Capital Planning & Investment Control Processes
	9. I do not meet any of the choices above
*5. Experience distributing and balancing workload and tasks among employees in accordance with established workflow and employee skill levels and occupational	

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specializations to assure timely accomplishment of the work units mission.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*6. Support equal opportunity goals and workforce diversity programs, policies, and responsibilities; maintain working relationships which require bias-free interpersonal skills for effective performance.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.

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	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*7. Provide leadership and vision to ensure that the priorities and goals of the organization are attuned to national policies, priorities, changing conditions, and other initiatives.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*8. Indicate your level of experience in working cooperatively with other programs and officials in providing services to customers.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior

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	employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*9. Prepare business cases and briefings for the potential application of IT solutions.	
	1. I have not had experience, education, or training in performing this task.
	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*10. Represent your organization as a liaison on IT groups and committees that study complex IT issues and recommend solutions and implementation approaches.	
	1. I have not had experience, education, or training in performing this task.

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	2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.
	3. I have performed this task on the job under close supervision by a supervisor, manager, or senior employee to ensure compliance with correct procedures.
	4. I have performed this task as a regular part of a job, independently and usually without review by supervisor, manager or senior employee.
	5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task.
*11. Based on the area of consideration defined in "Who May Apply" section in the vacancy announcement, select from the following appointment eligibilities all for which you are eligible and would like to be considered (supporting documentation must be provided). For additional information, visit the OPM website: https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=Types-of-Appointments	
	1. Current Permanent Federal Civilian Employee
	2. Veterans Employment Opportunity Act (VEOA)
	3. Veterans Recruitment Appointment (VRA)
	4. 30% Disabled Veteran
	5. Reinstatement
	6. Military Spouse Under Executive Order 13473
	7. Schedule A, Appointment of Persons with Disabilities
	8. Interchange Agreement
	9. Certain Former Overseas Employees Under Executive Order 12721

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	10. Public Health Service Officer
	11. Returning Peace Corps Volunteer
	12. Interagency Career Transition Assistance Plan (ICTAP)
	13. EPA Career Transition Assistance Program (CTAP)
	14. Other Appointing Eligibility Not Listed Here (e.g., Postal Service, GAO, VISTA/ACTION Volunteer)
*12. Where did you learn about this EPA Position?	
	1. Job Fair/Career Conference
	2. Referral from a Professional Organization
	3. Referral from a College/University Career Placement Office
	4. Referral from a Professor or Academic Advisor
	5. Referral from a current EPA employee
	6. Referral from a friend or family member
	7. EPA Internet Site
	8. Office of Personnel Management (OPM) USA Jobs Internet Site
	9. Referral from a State or Local government
	10. Referral from another Federal Agency/Employee
	11. Twitter
	12. Facebook
	13. USA Jobs iPhone/iPad Application
	14. Other (w/Branch)
	If you answered " Other (w/Branch) " then answer the following questions.
	*12.1. If you answered Other please tell us how you learned about this position. (Maximum 250 characters)
*13. Please look at the qualification requirements (both experience and/or	

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education) that are stated in this vacancy announcement. Does your resume clearly contain this information in order to determine you are qualified for the position?	
<input type="checkbox"/>	1. Yes
<input type="checkbox"/>	2. No
*14. For each position listed on your resume, did you include the position title, company, salary, weekly hours worked, and your actual beginning and ending dates of employment?	
<input type="checkbox"/>	1. Yes
<input type="checkbox"/>	2. No
*15. Have you reviewed the vacancy announcement "How to Apply" and required documents section to determine what supplemental material that you must provide?	
<input type="checkbox"/>	1. Yes
<input type="checkbox"/>	2. No
*16. I certify, to the best of my knowledge and belief, all the information in this application is true, correct, and provided in good faith. I understand if I make an intentional false statement, or commit deception or fraud in this application, or in any document or interview associated, I may be fined or imprisoned, denied employment, or removed and debarred from Federal service. That any info I give may be investigated. By responding No to this item I will not be considered for this position.	
<input type="checkbox"/>	1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.
<input type="checkbox"/>	2. No, I do not certify the information provided in this questionnaire is true, correct and provided in good faith.
<input type="checkbox"/>	3. No, I do not understand the information provided above.